

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-055	Page: 1	of: 1
Title: Verification of Student Course Completion		
Regulatory Authority: 12VAC5-31-1470		
Date of Issue: December 1, 2002	Effective Date: March 1, 2005	

- A. The Course Coordinator must verify that each student successfully completing any certification program has met the eligibility, competency and performance requirements contained within the applicable course curriculum and all other guidelines and procedures for state certification testing eligibility.
1. Verification of student eligibility for Basic Life Support certification testing must be evidenced by the appropriate signature and identification number on the "Virginia EMS Certification Application" of each student testing
or
(a) submission of the web-based Course Student Disposition Report (CSDR) form.
 2. Verification of student eligibility for Advanced Life Support certification testing, requires submission of the web-based Course Student Disposition Report (CSDR) form.
 3. The Office may adopt an alternative process for Course Coordinators to verify student course completion in lieu of item #1 or #2 above. Such a process may include a requirement for the Course Coordinator to submit an optically scanned or electronic submission to the Office.